



## **MRC Industries, Inc. Job Posting**

**JOB TITLE:** Accounting Assistant I (AP/AR/Reporting)

**REPORTS TO:** Finance Director

**POSTING DATE:** April 5, 2011

**JOB FUNCTIONS:** Provides accounting, financial and administrative support to the agency through accounts payable, accounts receivable, reporting and special projects. Processes expense reports, prepares NISH reports and maintains unemployment quarterly insurance.

**ESSENTIAL DUTIES:**

- Processes all accounts payable for agency weekly or as directed.
- Processes employee expense reports on a weekly basis
- Processes art stipend checks on a monthly basis
- Maintains unemployment quarterly insurance administered through our third party administrator
- Prepares NISH Annual Certification (Form 404)
- Prepares quarterly NISH reports
- Performs data entry into the claim system to assist with KCMH billing and payments
- Performs special assignments and analysis as directed by supervisor
- Maintain confidentiality of all personnel and agency data

**KNOWLEDGE, SKILLS & ABILITIES:**

- A minimum of 5 years' experience in an accounting or book keeping related position OR 3 years related experience and an Associates' Degree in business administration, accounting or related field OR 1 year related experience and a Bachelor's Degree in business administration, accounting or related field required.
- Ability to keep routine financial records and to prepare routine financial reports.
- Ability to communicate effectively; verbally and in writing.
- Ability to work effectively in a team environment and create working relationships with employees and other departments.
- Organizational skills sufficient to perform accounting and administrative duties and maintain related documentation.
- Analytical skills sufficient to note errors and exceptions and judgment to handle accordingly.
- Proficiency in MS Excel and computerized accounting required.
- Experience with MS Word and Access preferred.
- Valid Michigan driver's license with good driving record required; availability of licensed, insured vehicle for use on the job.
- Criminal history, drug screen, driver's record and recipient rights screening required.

**PHYSICAL REQUIREMENTS**

- Ability to operate a 10-key calculator, computer keyboard at acceptable levels of quality and speed and other general office equipment as needed to perform the essential duties of the job.
- Physical ability to work sitting for prolonged periods of time.
- Physical ability to work in front of and view a computer terminal for prolonged periods of time.
- May occasionally require lifting up to 15 pounds.
- Must be able to work a regular full time work schedule (30hours/week)

**WORK CONDITIONS:**

- Office environment with noise from computers, copiers, telephones and staff and client interactions.

**HOURS:** Full-time (30 hours/week) M-F

**PAY RANGE:** \$11.00 - \$15.95 per hour

**TO APPLY:** Send resume or complete application form and return to:

**HR Manager**  
**MRC Industries, Inc.**  
**2538 S. 26<sup>th</sup> Street**  
**Kalamazoo, MI 49048**  
[hr@mrcindustries.org](mailto:hr@mrcindustries.org)

\*applications may be printed off MRC's website at [www.mrcindustries.org](http://www.mrcindustries.org)

**DEADLINE TO APPLY:** Friday, April 15, 2011